

SANDY CITY POLICE DEPARTMENT
NEIGHBORHOOD WATCH
STARTER HANDBOOK



Chief of Police
Stephen M. Chapman

NEIGHBORHOOD WATCH STARTER HANDBOOK

Dear Sandy Citizen,

I would like to take a moment and express my appreciation for your interest in fighting crime through the Neighborhood Watch Program. As the Crime Prevention Specialist for Sandy City, it is my responsibility to provide crime prevention services to the citizens. Neighborhood Watch is one of those services. If used correctly, Neighborhood Watch can provide you with the resources to reduce crime and the fear of crime in your Neighborhood.

The Neighborhood Watch Program is one of the most effective crime fighting and community building programs available to law enforcement and citizens today. It provides the means for citizens to serve as the eyes and ears of the Sandy City Police Department by combining efforts. Working together can make the community a safer place to work, live and raise a family. The Police Department can't do it alone! We need your efforts as well.

The enclosed Neighborhood Watch Starter Handbook should provide you with all the information you need to get your Neighborhood Watch Program started. Complete the requested information (pages 6 and 7) and contact your Quadrant Coordinator (as is listed in this handbook on page 3) for further help and questions you may have.

Again, thank you for your interest in Neighborhood Watch and please get involved, it is after all, your community.

Sincerely,

Amy Bryant
Crime Prevention Specialist
Sandy City Police Department
801-568-7200

Want to know the best crime prevention device ever invented?

A good neighbor! In fact, neighbors working together in cooperation with law enforcement can make one of the best crime-fighting teams around. We call it...**Neighborhood Watch!**

What is Neighborhood Watch?

Neighborhood Watch is a crime prevention program, which enlists the active participation of citizens in cooperation with law enforcement to reduce crime in communities. It involves neighbors getting to know each other and working together in a program of mutual assistance. It also involves citizens being trained to recognize and report suspicious activities in their neighborhoods and, implementation of crime prevention techniques, such as home security, operation identification and others.

Why start a Neighborhood Watch?

There cannot be a law enforcement officer on every corner; therefore citizen involvement is essential to combat crime. You and your neighbors are the ones who really know what is going on in your community and by cooperating with each other and the police, people can help fight crime in the most effective way-before it begins!

How do I start a Neighborhood Watch program in my area?

Starting a Neighborhood Watch program might seem like a huge task. Where do we begin? What kind of timetable? Who will be involved in it? How can interest be maintained? What materials are needed? What are the benefits of a Neighborhood Watch Program? All these, and more, are common questions you might ask when facing the challenge of starting a crime prevention program such as Neighborhood Watch. Enclosed in this packet you should find an easy to follow checklist for starting a Neighborhood Watch Program. Utilize it to help in your process. (See the attached page 4)

Who is your Neighborhood Watch Volunteer Representative?

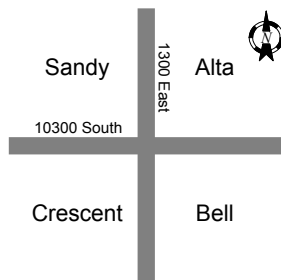
This person is a volunteer with the Police Department for a designated section of Sandy City. They will be your biggest help in starting Neighborhood Watch in your area. They are experienced in Neighborhood Watch and are ready to assist you. Please call them for questions before, during and after your Neighborhood Watch program is implemented.

Alta Quadrant

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Bell Quadrant

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Sandy Quadrant

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Checklist for Starting a Neighborhood Watch Program

1. Determine if there is a need for **and an interest in** having a program in your Neighborhood.
2. Call the Sandy City Police Crime Prevention Bureau at 568-7200. Express your Neighborhood's interest in starting a Neighborhood Watch Program and have them send you a "Starter Handbook."
3. Read the Neighborhood Watch Starter Handbook.
4. Designate a volunteer from your Neighborhood to act as the Area Leader for the Neighborhood Watch Program. The Area Leader will oversee Neighborhood Watch in your specific area. They are responsible for dividing your area into blocks and recruiting Block Leaders. They should be the person responsible for the remainder of this list. (See Area Leadership Guidebook pages 2 and 5)
5. (Area Leader) Call your Neighborhood Watch Quadrant Coordinator Volunteer (refer to prior page 3) with the Police Department to express your interest in starting a Neighborhood Watch Program. Tell them you have received and read the Starter Handbook. They will help you with any questions and planning for your first meeting with the Crime Prevention Bureau.
6. Fill out the Area Leader Information (page 6) and map (page 7) and return it to your Quadrant Coordinator.
7. Designate a first Neighborhood Watch Meeting place, date and time. It is best if you have a couple of dates to work with.
8. Contact the Crime Prevention Bureau at 568-7200 and ask about their availability to attend your first Neighborhood Watch Meeting. The Crime Prevention Bureau must be present at this meeting for the Neighborhood Watch Group to get trained, organized and certified. (Keep in mind, the Crime Prevention Bureau books up very quickly. **Please allow at least 2-3 weeks advanced notice for preparation and scheduling time.**)
9. After a date, place and time are chosen and cleared through the Crime Prevention Bureau, start advertising for the Neighborhood Watch meeting in your Area. Distribute fliers, make phone calls, and even go door to door. (Do this two weeks, one week and one day before the meeting.)

Checklist for the first Neighborhood Watch Meeting

10. At the start-up meeting, **you are in charge**. Here are some suggestions to ensure success:
 - Have nametags.
 - Provide plenty of seating (have a back up plan in the event of bad weather).
 - Have refreshments available.
 - Allow enough time before and after the meeting for neighbors to socialize.
 - Pass out an attendance sheet where neighbors can list their name, phone number and address.
 - Have a meeting agenda and stick to it (see the attached example on page 5).
11. Remember, the Police Department personnel are invited guests. To begin the meeting, introduce your guests. Also, take time to let all of the neighborhood members formally introduce themselves and tell where they live.
12. After the introductions and any announcements you (as the leader) want to make, turn the time over to the Police Department. Allow for at least one hour for the Police Department's presentation.
13. At the conclusion of the meeting, thank everyone for coming. You may even want to ask for donations for the program. Donations will provide for Neighborhood Watch Street Signs, Neighborhood Watch Window Decals, any paper and copying needs as well as refreshment costs for your area. This is also a good time to recruit Block Leaders.
14. Hold yearly, follow-up Neighborhood Watch Meetings to reacquaint with neighbors.
15. Remember your responsibilities as an Area Leader. (See the Area Leadership Guide Book Pages 2 and 5)

Neighborhood Watch Start Up Meeting Agenda Example:

Tuesday, September 10, 2007

6:45-7:00 PM-Socializing (meet your neighbors)

Refreshments

Fill out Name Tag

Sign Attendance Sheet

7:00-7:15 PM-Introductions by Area Leader

Announcements by Area Leader

7:15-8:15 PM-Neighborhood Watch Training Presentation and Questions

Sandy City Police Department

About the Neighborhood Watch Program

Neighborhood Watch Organization

Participant's Guidelines

Things To Do Right Now

Terrorism Awareness and Prevention

Emergency Preparedness

Reporting a Crime

How to Observe

Suspect Identification

Vehicle Identification

Phonetic Alphabet/License Plates

Neighborhood Watch Integrity

Questions and Answers

8:15-8:45 PM-Conclusion

Block Leader Recruitment by Area Leader/Police Dept.

Socializing (meet your neighbors)/ Donations to Area Leader

Refreshments

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Area Leader Information

As part of the Neighborhood Watch start-up process, each new Neighborhood Watch Area is required to fill out certain information. This is required to make certain that the police department records are accurately maintained for each new area. Please complete this form and map and return it to your Quadrant Coordinator (see address on page 3). Failure to do so will result in your Neighborhood Watch area not being activated or trained by the Police Department.

Chose an Area Leader. An Area Leader will oversee Neighborhood Watch in your specific area. They will divide your area into blocks and then recruit Block Leaders to take charge of those blocks. They will coordinate with the Quadrant Coordinator and Block Leaders for your area to ensure that your area stays active in Neighborhood Watch.

N a m e	
A d d r e s s	
Z i p C o d e	
H o m e P h o n e	
W o r k P h o n e	
C e l l P h o n e	
E m a i l A d d r e s s	
F a x N u m b e r	
D o y o u h a v e a c c e s s t o t h e i n t e r n e t ?	Y o r N
A r e a N a m e	

(Create a name that describes your Neighborhood Watch Area)

NEIGHBORHOOD WATCH STARTER HANDBOOK

Neighborhood Watch Area Map

Using this page, sketch a map of your Neighborhood Watch Area. The map does not have to be to scale or highly detailed; it need simply be an overview of the area you want your Neighborhood Watch to cover. Please include street names and coordinates. If you already have an area map, simply attach it to this form.

Neighborhood Watch Area Name: _____

Commonly Asked Questions and Answers

Q. How big should our Neighborhood Watch Area be?

A. The size really depends on your neighborhood set up and how many hours per month you want to spend maintaining the program. We suggest at minimum, neighbors who have a fairly direct view of each other's houses. For a standard city block, this might include both sides of the street, corner houses that look down your block, and backyard neighbors. Neighborhood Watch is meant to look out for yourselves and your neighbors. If you have a Neighborhood Watch group that is too big, it makes it hard to watch a house that is several blocks away. You want a small group of neighbors that you mutually trust-not a group of strangers too large to know each other by name. Don't get carried away!

Q. How much time is needed to volunteer as an Area Leader?

A. The amount of time depends on the size of your area and how devoted you are to the area and success of the program. For a successful Neighborhood Watch Group, the Area Leader should spend about 1-3 hours per month on the program. (Again the time may vary depending on the size area you cover.) This time would include, distributing the Neighborhood Watch newsletter (provided by the Police Department) to your block leaders, making phone calls to block leaders, members, and the Quadrant Coordinator, attending the Quarterly Training Meetings hosted by the Police Department, testing the phone tree, hosting a yearly Neighborhood Watch Area Party and completing your Area's annual Recertification form.

Q. How much time is needed to volunteer as a Block Leader?

A. The amount of time depends on the size of your block and how devoted you are to the block, area and success of the program. For a successful Neighborhood Watch Block, the Block Leader should spend about 1-2 hours per month on the program. (Again the time may vary depending on the size block you cover.) This time would include, distributing the Neighborhood Watch newsletter (provided by your Area Leader) to your block residents, making phone calls to the Area Leader and members, and helping with the annual Neighborhood Watch Area Party.

Q. Does Neighborhood Watch cost anything?

A. No. The Police Department will train and accept your Neighborhood into the Program free of charge. However, if your Neighborhood chooses to post Neighborhood Watch Street Signs, window decals, provide refreshments at parties and so forth, there is a cost involved to the Neighborhood Watch Group. We suggest that you ask Neighborhood residents participating in the program to donate a few dollars a year to help maintain these costs.